

Louisville Sustainability Advisory Board

Agenda

October 16, 2019
City Hall, 749 Main Street, Spruce Room
6:30 - 8:00pm

1. 6:30PM Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 6:35PM City Staff Updates (10 minutes)
6. 6:45PM City Council Liaison Updates (10 minutes)
7. 6:55PM Public Comments on Items Not on the Agenda (5 minutes, more as needed)
8. 7:00PM LSAB Member Updates and Reports 5 minutes, more as needed)
9. Discussion Item: Sustainability Action Plan: Waste
10. Discussion Item: Sustainability Action Plan: Local Food and Agriculture
11. Discussion Item: 2020 LSAB Work Plan – Initial Discussion
12. Administration Tasks
 - A. Log Volunteer Hours
 - B. Work Plan Review for Next Meeting

13. Adjourn

Louisville Sustainability Advisory Board

Meeting Minutes: Wednesday, September 18, 2019

City Hall, 749 Main Street, Spruce Room

Chair: Allison Johanson

Secretary: Laura Levesque-Catalano

1. **Call to Order:** The meeting was called to order at 6:30 pm.
2. **Roll Call: (Members present in bold):** **Seth Adams, Allison Johanson, Laura Levesque-Catalano.** Marianne Martin, **Mark Persichetti, Melanie Dubin,** City Council Liaison **Jay Keany,** City Sustainability Coordinator **Katie Baum,** City Facilities Manager Jorge Calderon, Visitors: **Neil Hendrix, Elizabeth Anast**
3. **Approval of current meeting Agenda:** Approved with no changes
4. **Approval of the August 2019 Meeting Minutes:** Approved with no changes
5. **City Staff Updates:**
Katie (Sustainability Specialist)
 - a. **Green Business** will begin to pick back up in September and October with City, Chamber and Xcel communications being dispersed. As of August, there are about 20 applicants and is similar to past participation at the same time in 2018. In 2018 the program concluded with 29 participating businesses, and in 2017 the program concluded with 38 businesses. Staff and PACE are planning for a green business networking event in early/late November at Crystal Springs in the CTC as a means to engage businesses before the December 15th deadline.
 - b. The Boulder County **Sustainability Matching Grant** is open and will close September 25th. The City seeks to continue funding of the Sustainability Specialist position with the grant funding. Per County stipulation, the City is required to start transitioning the position away from the grant, being either partially or completely funded by the municipality within the next two years.
 - c. The **Zero Waste Grant** through Boulder County has opened will close Oct. 4th. Increase recycling locations. \$100k amount we can ask for. Provide electronics recycling events. Can \$ be used to incentive biz to recycle. Restaurants like Zucca can apply for grant separately. Can use City Communications and Chamber of Commerce to get message to community businesses about grant funding availability. Per recipient went from \$10 - \$15 per.
 - d. The City has been awarded a scholarship to become a **Solar and Storage Friendly Community for 2019.** Working with COSEIA to build out matrix.

Looks at code and policy barriers to solar installation and overcoming slow permit times.

- e. The **Transportation Master Plan** will go before Council in October. Staff has passed LSAB recommendations along to the project leads.
- f. The City applied for a **Charge Ahead grant** on February 15th for a Level 2 charger to be installed at the newly renovated Recreation Center. Staff has received three bids for the equipment and installation and has selected the vendor for installation. Installation is still set for completion for Fall 2019. Chose National Car Charging and charger is Charge Point. Will be a pay service. And another location slated for the Golf Course.
- g. Staff has finalized signage and vendor for the new recycling and composting receptacles for Parks and Open Spaces. Three bids have been collected and a vendor has been selected. Completion of the project is still set for Fall 2019.
- h. Employees at the City will be growing their recycling and composting knowledge. A Boulder County PACE advisor will be joining City staff for four outreach events at four separate facilities in November to go over proper recycling and composting practice.
- i. The **Green Living Fair on October 12th** in the library. needs day of support – please consider volunteering as help is needed. From 12:30 – 3:30 (includes break-down time) and help on set-up side. Event time is 1-3pm.
- j. Open Board Positions:
 - i. Dir. of Economic Development and Vitality – position open.
 - ii. Youth Advisory Board also has 3-4 openings.
 - iii. 3 LSAB positions are open (Marianne and Dan are not reapplying) Allison will reapply.

6. City Council Liaison Update: Jay Keany

- a. Should we outlaw confetti at the parade? Citizens have suggested blocking storm drains during parades to prevent trash. Suggested taking a position before Parade of Lights.
- b. Add more trash bins during parades.
- c. Next Council starts in Nov. and will influence 2021-22 budget cycle.
- d. Susan Loo, Bob Muckle and Jay Keany complete their posts in Nov.
- e. First mtg with new Council is Nov. 19th.

7. Public Comments on Items Not on the Agenda (no comments)

8. Energy Future Collaboration Work Plan (Katie Baum)

- a. Background: In 2018, the City of Louisville entered into a partnership with Xcel Energy through the Energy Future Collaboration program. The City and Xcel signed a Memorandum of Understanding that provides a strategy and framework for cooperation and achievement of a shared vision through broad collaboration, focusing on innovation, clean energy, economic development opportunities, customer choice programs and technology. Unlike the previous Partners in Energy program, Energy Future prioritizes both renewable energy integration and energy efficiency and usage reduction and focuses primarily on commercial/industrial, residential and municipal use. The City and Xcel developed the Energy Future Work Plan as a guiding document for action items. The plan focuses on information sharing, alternative energy and carbon reduction goal setting, energy efficiency, transportation electrification and

economic development. Since the development of the EFC Work Plan, staff, Council liaisons and Xcel have met for three quarterly meetings. Completed action items include:

- i. 2018/2019 report card for public outreach
- ii. Green Business Breakfast w/ Xcel outreach. Ideas for incentivizing businesses:
 - a. Marketing credo
 - b. Locking in attractive energy rates for long term contracts
 - c. Local case studies – sparks behavioral change
 - d. Interactive map of high-use neighborhoods.
 - e. Could buildings of a certain size voluntarily report their energy usage? Just the practice of reporting has shown to reduce energy by 2%. Can ask Xcel if they can info share with County for their info. Data of individual business' energy usage will be protected.
- iii. City to begin implementing Energy Start Portfolio for major municipal facilities
- iv. City to begin conducting municipal facilities' building audits
- v. Analyze what 100% renewable looks like for community goal-setting and considering programs available to assist in closing the carbon-free gap.
- vi. Finalize and adopt carbon-reduction goal setting for municipal and community-wide and establish measurements of success.
- vii. Check-in on second round of Renewable*Connect participation opportunities. Tentative Phase schedule as follows:
 - a. Xcel anticipates filing this program for Public Utility Commission approval in Summer 2019
 - b. Pending approval, the new renewable resource will be acquired throughout 2020
 - c. Pending approval, customer enrollment for the program can begin as early as fall of 2021
 - d. Construction to begin on this renewable resource by early 2022
Program begins producing energy in early 2022
- viii. Utility bill insert for residential rebate outreach in June
- ix. Choose and finalize three late spring/summer events for Home Energy Squad showcasing/participation
- x. In progress:
 - a. Multi-family outreach and small business education on lighting program
 - b. Municipal auditing – will not be complete by 2019
- xi. Next Steps: The fourth quarter EFC meeting will focus on developing the 2020 EFC Work Plan. Staff seeks input from LSAB on priority areas, feedback regarding the progress made and areas that need more focus.

9. Sustainability Plan Updating – Climate and Energy; Suggestions

- a. Separate Climate and Energy as they are 2 different topics.
- b. Climate may be renamed as Environmental Stewardship.
- c. Suggestion to put SMART goals with more specifics in beginning of each section.
- d. Can explore using the State of Colorado's goals for actionable dates and measurements and/or Boulder County's goals.

- e. Source and demand. Get cleaner sources and reduce demand of usage. Melanie offered to work on this.
- f. Instead of Mid-term and Long-term use dates instead or say mid-term is 1-3 years – e.g. specify data range.
- g. Recommendations from LSAB goes to staff to review.
- h. Case studies can be added where Latin placeholders are
- i. Community in Action will be the stories that residents and/or commercial success stories can tell.

10. Log volunteer hours. See table below

11. Items for discussion at next meeting

- a. Waste and Local Food and Agriculture. Lea Yancey may invite representatives from waste industry.
- b. Review Climate and Energy section of Sustainability Action Plan

12. Adjourn

Volunteer Hours:

Board Member	Activities	Hours
Seth Adams	Meeting prep, attendance	3
Melanie Dubin	Meeting prep, attendance	2
Allison Johanson	Meeting prep, attendance	6
Laura Levesque-Catalano	Meeting prep, attendance	2
Marianne Martin	Meeting prep, attendance	Not present
Mark Persichetti	Meeting prep, attendance,	4
	Total Hours	17

2019 LSAB Meetings Schedule, Deadlines, Meeting Assignments

If you are unable to fulfill your assignment, you are responsible for finding a replacement.

Secretary to email minutes to LSAB Board Chair NLT 2 weeks before the next meeting.	Meeting Date	Chair *	Secretary *
January 6	January 16	Allison	Dan
February 11	February 20	Allison	Marianne
March 11	March 20	Allison	Seth
April 7	April 17	Allison	Laura
May 5	May 15	Allison	Mark
June 3	June 11	Allison	Melanie

July 7	July 17 (TBD)	Allison	MarianneTBD
August 11	August 21	Allison	Seth Mark
September 8	September 18	Allison	Laura
October 6	October 16	Allison	Mark Seth
November 10	November 20	Allison	Melanie
December 8	December 18	Allison	Marianne

*A crossed-out name followed by a second name denotes a substitute.

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: October 16, 2019

Re: Staff Updates

General

- Green Business workshops update:
 - April 16th – Marketing your Green Business: **15 attendees**
 - May 9th - Electric Vehicle Charging Station Workshop & EV Test Drive: **20-25 attendees**
 - June 18th – Commercial Water Conservation: **11 attendees**
 - July 25, 3:00pm, My Green Workplace/Office Sustainability Workshop @ Baille Barbour State Farm in Erie, hosted by PACE and Xcel's Partners in Energy: **10 attendees**
 - August 29, Boulder County Recycling Center (BCRC) tour: **20 RSVP's, 25 capacity**
 - **LAST GB WORKSHOP OF 2019:** October 30th, Sustainable Purchasing Practices Workshop @ BBP on Main St in Longmont, hosted by Matt LeBeau. RSVP <https://www.eventbrite.com/e/sustainable-purchasing-workshop-tickets-75868802631>
- Staff and PACE are planning for a green business networking event in early/late November as a means to engage businesses before the December 15th deadline. This will take place at Crystal Springs Brewery on November 7th. RSVP is to follow.
- The Boulder County Sustainability Matching Grant has been submitted. The City seeks to continue funding of the Sustainability Specialist position with the grant funding.
- The Boulder County Zero Waste Matching Grant has been submitted. The City seeks to increase recycling and composting capabilities in parks and open spaces.
- On August 6th, Council approved emissions reduction and carbon-free energy integration goals. Communications regarding the goals are being built out by staff for display at City facilities.
- The City applied for a Charge Ahead grant on February 15th for a Level 2 charger to be installed at the newly renovated Recreation Center. Installation is still set for completion for Fall 2019.
- Staff has finalized signage and vendor for the new recycling and composting receptacles for Parks and Open Spaces. Bins have been ordered.



City of Louisville

City Manager's Office

- Employees at the City will be growing their recycling and composting knowledge! A Boulder County PACE advisor will be joining City staff for four outreach events at four separate facilities in November to go over proper recycling and composting practice.
- City facilities benchmarking has begun with Sustainability Specialist as project lead.
- The Transportation Master Plan was adopted unanimously in early October. A final version is being completed and will be sent to LSAB via Sustainability Specialist.
- The City's website redesign is expected to launch January 2020. Monthly Community Updates have now been delivered for three months, and sustainability stories are continuing to be developed for communications. Feedback is ongoing.
- City is evaluating electronics recycling event for 2020. Sustainability Specialist leading.
- Green Living Resource Fair took place on October 12th. A follow up survey will be sent out to RSVP's attendees and exhibitors to gain feedback. Melanie – thank you for supporting on behalf of LSAB.
- Next steps – None.

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: October 16, 2019

Re: Discussion Item 9: Sustainability Action Plan: Waste

Summary

In 2012, the Louisville Sustainability Advisory Board tasked themselves with the creation of a document to outline recommendations for the City. The Sustainability Action Plan is intended to articulate Louisville's vision to create a more sustainable community as well as provide a roadmap for achieving our collective goals.

Adopted by City Council in 2016, the plan includes guidelines for internal City operations as well as communitywide approaches for residents and businesses. In general, the current plan has a focus on environmental impacts and their potential economic benefits.

Due to the nature of the Louisville Sustainability Action Plan (LSAP) as a guiding and living document, staff and LSAB has recognized needed updates to the LSAP and tasked themselves in 2019 with updating and amending the framework. Over the course of 2019, discussions and dialogue between staff and LSAB will be ongoing regarding necessary updates and will be discussed by topic area.

Next Steps

Staff seeks input and feedback on Waste goals and objectives. See comparison chart.

Sustainability Action Plan Updating: Waste

	Boulder County	Louisville: Current	Louisville: Proposed	LSAB Feedback
Goal	Reduce the amount of materials consumed and discarded in the landfill and manage resources responsibly and effectively.	Increase community waste diversion, striving for a goal of zero-waste, and manage our material resources responsibly and effectively.	Increase community and municipal waste diversion, striving for a goal of zero-waste, and manage resources responsibly and effectively.	
Objectives	Increase internal county diversion to 90% by 2025	Reduce production and increase landfill diversion of waste products	Work toward zero waste in City facilities, operations, and events.	
	Decrease the amount of total waste going to the landfill and reduce overall consumption	Develop educational programs to reduce business and residential waste	Develop internal green purchasing policies and further policies to waste reduction	
	Comply with Boulder County's internal zero waste purchasing policies and create new policies to further waste reduction	Adopt financial incentives for waste reduction by residents and businesses	Create a culture of zero waste in Louisville through education, infrastructure, and services	
	Increase construction materials diversion	Divert commercial waste disposal	Increase commercial and construction material diversion	
	Increase food and yard waste diversion through composting		Support diversion through additional strategies	
	Increase commercial diversion			
	Reduce the amount of toxic materials purchased and increase safe disposal			
	Support diversion through additional strategies			
	Increase waste prevention through product stewardship programs			

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: October 16, 2019

Re: Discussion Item 10: Sustainability Action Plan: Local Food and Agriculture

Summary

In 2012, the Louisville Sustainability Advisory Board tasked themselves with the creation of a document to outline recommendations for the City. The Sustainability Action Plan is intended to articulate Louisville's vision to create a more sustainable community as well as provide a roadmap for achieving our collective goals.

Adopted by City Council in 2016, the plan includes guidelines for internal City operations as well as communitywide approaches for residents and businesses. In general, the current plan has a focus on environmental impacts and their potential economic benefits.

Due to the nature of the Louisville Sustainability Action Plan (LSAP) as a guiding and living document, staff and LSAB has recognized needed updates to the LSAP and tasked themselves in 2019 with updating and amending the framework. Over the course of 2019, discussions and dialogue between staff and LSAB will be ongoing regarding necessary updates and will be discussed by topic area.

Next Steps

Staff seeks input and feedback on Local Food and Agriculture goals and objectives. See comparison chart.

Sustainability Action Plan Updating: Local Food + Ag

	Boulder County	Louisville: Current	Louisville: Proposed	LSAB Feedback
Goal	Ensure a sustainable, local, safe, and healthy food supply that is accessible to all and supported by our community.	Ensure a sustainable, safe and healthy food supply that is accessible to all.	Ensure a sustainable, local, safe, and healthy food supply that is accessible to all and supported by our community.	
Objectives	<p>Maintain and enhance agricultural viability and sustainability on Boulder County Parks & Open Space agricultural properties through management planning, infrastructure improvements, and agricultural stewardship practices</p> <p>Support Boulder County's farm and ranch economy</p>	<p>Develop system of City supported community gardens</p> <p>Develop citizenbased food sales program</p>	<p>Develop system of City-support community gardens</p> <p>Offer education and outreach on local food and agriculture</p> <p>Increase accessibility of local food for vulnerable populations</p>	
	<p>Offer education and outreach on local food and agriculture</p> <p>Increase accessibility of local food for vulnerable populations</p> <p>Support access to safe and healthy agricultural products produced on lands in Boulder County</p> <p>Develop a suite of resources for producers that supports an economically sustainable and thriving agricultural community</p> <p>Prioritize opportunities for organic operations and support expansion of certified organic production on public, county agriculture lands</p>			

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: October 16, 2019

Re: Discussion Item 11: 2020 LSAB Work Plan – Initial Discussion

Summary

For the 2019 year, staff developed a tentative and flexible 2019 LSAB work plan. To develop consistency and purpose for all Boards and Committees, staff would like to develop a 2020 work plan for LSAB.

Next Steps

Staff seeks input and feedback on LSAB's 2019 agenda and initial input for a 2020 agenda. 2019 LSAB agenda attached.

SUSTAINABILITY ADVISORY BOARD

2019 WORKPLAN*

MONTH	TOPIC AREA / PROJECT UPDATE / PRESENTATION
JANUARY 16, 2019	N/A
FEBRUARY 20, 2019	GREEN BUSINESS PROGRAM – 2018 PRESENTATION (PACE) LSAB PROCESSES + PROCEDURES (CMO) - update CC4CA (CMO) - update
MARCH 20, 2019	GREEN BUSINESS PROGRAM – 2018 OVERVIEW + 2019 KICK OFF <ul style="list-style-type: none"> • Outreach and support for 2019 from LSAB • Green business breakfast in April – input/support TWO YEAR SUSTAINABILITY ACTION PLAN UPDATE (SUSTAINABILITY SPECIALIST)
APRIL 17, 2019	WASTE <ul style="list-style-type: none"> • Waste Hauler RFP and changes - update • Waste discussion surrounding Sustainability Action Plan • Recycling and composting at Parks and Open Space - update • Recycling and composting outreach at Parks and Open Space – input/support SUSTAINABILITY ACTION PLAN UPDATING CHECK IN SUMMER SUSTAINABILITY EVENTS/PROGRAMS/COMMUNICATIONS – input/support
MAY 15, 2019	TRANSPORTATION <ul style="list-style-type: none"> • Planning for Bike to Work Day in June SINGLE USE PLASTICS ROUNDTABLE (RECYCLE COLORADO) - update
JUNE 19, 2019	ENERGY <ul style="list-style-type: none"> • Energy Future Collaboration (SUSTAINABILITY SPECIALIST) - update • Goal setting process and progress - input • Multifamily outreach – input/support • 2018 Louisville Community Energy Report (XCEL) - update
JULY 15, 2019 (DATE CHANGED)	SUSTAINABILITY ACTION PLAN UPDATING: FORMATTING AND TIMELINE DEVELOPMENT - input
AUGUST 21, 2019	TRANSPORTATION MASTER PLAN (PLANNING) – update FALL SUSTAINABILITY EVENTS/PROGRAMS/COMMUNICATIONS – input/support SUSTAINABILITY ACTION PLAN UPDATING: WATER CONSERVATION - input
SEPTEMBER 18, 2019	ENERGY <ul style="list-style-type: none"> • EFC 2020 Work Plan Development – Input from 2019 Work Plan SUSTAINABILITY ACTION PLAN UPDATING: ENERGY - input
OCTOBER 16, 2019	SUSTAINABILITY ACTION PLAN UPDATING: WASTE + LOCAL FOOD/AGRICULTURE – input 2020 WORK PLAN – INITIAL DISCUSSION
NOVEMBER 20, 2019	SUSTAINABILITY ACTION PLAN UPDATING: TRANSPORTATION + ECOLOGICAL HEALTH 2020 PLANNING/IMPLEMENTATION
DECEMBER 18, 2019	2019 WRAP UP TBD

* This is a tentative work plan for 2019. Work plan is subject to change depending on internal or external demand or necessity and is to be evaluated for changes during LSAB monthly meetings.

Monthly Timeline:

1. Agenda will be sent to Board Chair the first Monday of each month for input/finalization.
2. Board Chair will let Staff Liaison know of any input or necessary changes by the first Wednesday of each month.
3. The Board Chair will finalize the Agenda and previous meeting minutes and submit to Kerry Holle, Public Works Sr. Administrative Assistant, each Tuesday prior to the week of LSAB meeting.

DRAFT